

## Management System: Requirements Management

## Subject Area: Document Control Management

# Procedure: Preparing and Submitting CBC MS Documents

**Issue Date and  
Revision Number:**  
07/31/12     0

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### 1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Management System Owners (MSOs) and/or Assistant Directors (ADs), the Controlled Document Coordinator (CDC), Subject Matter Experts (SMEs), and Controlled Document SMEs who develop or revise CBC MS documents (i.e., Management System Descriptions [MSDs], Policy Statements, Program Descriptions, Subject Areas, and Procedures. See CBC MS Document Hierarchy. New or revised CBC MS documents may result from a variety of sources including reviews, new/revised requirements, responses to questions/comments, feedback, etc.

### 2.0 Required Procedure

For New Subject Areas or New Program Descriptions, go to Step 1.

For New MSDs or Policy Statements, Major Revisions, or Minor Revisions, go to Step 3.

<b>Step 1</b>	<p>For <u>new subject areas only</u>, the SME develops the draft subject area (SA) description as information becomes available and notifies the MSO/AD when the draft is complete and ready for approval.</p> <p><b>NOTE:</b> The MSO/AD creates the proposed SA, and then the assigned SME completes it.</p>
<b>Step 2</b>	<p>The MSO/AD reviews, and accepts or rejects the proposed SA description:</p> <p><b>NOTE:</b> The MSO/AD is the only person authorized to accept or reject a proposed SA.</p>
<b>Step 3</b>	<p>The SME creates the draft CBC document using the standard CBC MS or Policy templates and instructions.</p>

	<p><b>NOTE:</b> See the following:</p> <ul style="list-style-type: none"> <li>• <i>Management System Description (MSD) Template and Instructions</i></li> <li>• <i>Subject Area Description (SAD) Template and Instructions</i></li> <li>• <i>Procedure Template and Instructions</i></li> <li>• <i>Program Description Template and Instructions</i></li> <li>• <i>Policy Template</i></li> <li>• <i>Determine if Information Belongs in a Subject Area Procedure</i></li> <li>• <i>Checklist for Submitting CBC MS Documents and CBC MS document Acceptance Standards</i></li> <li>• <i>Information for CBC MS Authors</i></li> </ul> <p>See Procedure 4 for the Approval of Minor Revisions</p>
<b>Step 4</b>	<p>The SME prepares the new or revised draft documents in accordance with templates in Step 3.</p> <p><b>Minor Revisions</b> – may be made before the 2 year review cycle is achieved. If a change has been made to the document, use track changes. The use of track changes will place a change bar next to the paragraph where the change occurred. All page changes will be incorporated into the Controlled Document during the next review cycle.</p> <p>The SME will send via email the draft documents to the MSO/AD and/or other identified reviewers for review and approval.</p>
<b>Step 5</b>	<p>CBC MSO/AD reviews document for completeness.</p> <ol style="list-style-type: none"> <li>If items are missing, CBC MSO/AD emails the SME requesting the missing items. No work is performed until a complete workable package is received.</li> <li>If it is a complete workable package, go to Step 6.</li> </ol> <p><b>NOTE:</b> See Checklist for Submitting CBC MS Documents and CBC MS Document Acceptance Standards.</p>
<b>Step 6</b>	<p>CBC SME:</p> <ul style="list-style-type: none"> <li>• Uploads the draft Controlled Document (with track changes selected) to K:/Policies, Procedures and Plans</li> <li>• Sends an email to all CBC MSOs/ADs and applicable reviewers per Procedure 3, <i>Reviewing CBC MS Documents</i> (i.e. Legal, Human Resources, Records, etc.) stating that the controlled document is located on K:/Policies, Procedures, and Plans for initial review, limited to ten working days from the date of the email. The email is also sent to the CDC who shall review documents for compliance.</li> </ul> <p><b>NOTE:</b> <i>Only one person can access the file at a time. Microsoft Word</i></p>

	<p><i>should be set up with your name in user settings (Tools, Options, User Information, Name, Initials) so track changes recognizes the various reviewers and will automatically assign a color. Also, SAVE the document!</i></p> <p><i>See Information for CBC MS Authors.</i></p>
<b>Step 7</b>	<p>In Section 4 of the Procedure, identify the Records generated by implementation of the procedure by inserting the following language and example schedule data in table format.</p> <p>Records generated through implementation of this procedure are identified as follows, and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:</p> <p>Records Category Code: Example - ADM 03-03-A1B</p> <p>Records Title: Example - Routine Procurement Files. Transactions Below the Simplified Threshold – P-Card Holder Files (Office of Contracting)</p> <p>Responsible Organization: Example - Office of Contracting</p> <p>QA Classification: Use Only Non-Permanent, Lifetime or Not Applicable</p>
<b>Step 8</b>	<p>The ADs or designated reviewer reviews online draft documents:</p> <ul style="list-style-type: none"> <li>• If no revisions are required, the AD or designated reviewer e-mails approval back to the SME.</li> <li>• If revisions are required, the AD or designated reviewer using track changes makes appropriate corrections.</li> </ul> <p>For minor revisions, go to Step 5 of Procedure 4, <i>Approving CBC MS Documents</i>.</p>
<b>Step 9</b>	<p>This procedure is concluded; go to Procedure 3, <i>Reviewing CBCMS Documents</i>.</p>

### 3.0 References – Forms/Attachments/Exhibits

#### 3.1 References

- *CBC MS Document Hierarchy*
- *Procedure 3 – Reviewing CBC MS Documents*
- *Procedure 4 – Approving CBC MS Documents*
- *Checklist for Submitting CBC MS Documents and CBC MS Document Acceptance Standards*
- *Determine if Information Belongs in a Subject Area Procedure*

- *Information for CBC MS Authors*

### **3.2 Attachments**

- Attachment 1 –*MSD Template*
- Attachment 2 –*SAD Template*
- Attachment 3 - *Procedure Template*
- Attachment 4 – *Program Description Template*
- Attachment 5 – *Policy Template*

### **3.3 Exhibits**

- Exhibit 1 - *MSD Template Instructions*
- Exhibit 2 – *SAD Template Instructions*
- Exhibit 3 - *Procedure Template Instructions*
- Exhibit 4 – *Program Description Instructions*

## **4.0 Records Generated**

Records generated through implementation of this procedure are identified as follows and are maintained by the (Office of the Director) in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>QA Classification (Lifetime or Non-Permanent)</b>
*ADM 16-01-A	Administrative Issuances – Preparing and Submitting CBC MS Documents	Office of the Director	Not Applicable

\*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.

## **EMCBC RECORD OF REVISION**

**DOCUMENT TITLE: Preparing and Submitting CBC MS Documents**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I** Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I** Placing the words GENERAL REVISION at the beginning of the text.

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<b><u>Rev. No.</u></b>	<b><u>Description of Changes</u></b>	<b><u>Revision on Pages</u></b>	<b><u>Date</u></b>
0	Initial Document		7/31/12